



**JUSTICE AND PUBLIC  
SAFETY CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**

**CHAPTER: Administration**

**AUTHORITY:  
KRS 15A. 065**

**SUBJECT: Video Surveillance**

**POLICY NUMBER: 150**

**TOTAL PAGES: 2**

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**APPROVAL: Bob D. Hayter**

**,COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall utilize video equipment within facilities to ensure a safe environment for residents and staff.

**II. APPLICABILITY**

This policy shall apply to facilities that contain permanently installed video recording equipment.

**III. DEFINITIONS**

Refer to Chapter 100.

**IV. PROCEDURES**

**A. Maintenance**

1. Facilities with fixed video equipment shall ensure that common areas, corridors, isolation rooms, intake areas, group home bedrooms, and classrooms have video coverage.
2. Video cameras shall be positioned for maximum coverage.
3. Each Regional Juvenile Detention Center (RJDC) control room operator shall monitor the operation of the video equipment continuously. In facilities without a control room, the Superintendent or designee shall ensure the operation of the cameras and video storage on a daily basis. These checks shall be documented and the results forwarded to the Facilities Regional Administrator (FRA) weekly.
4. Any malfunction within the video system shall be reported immediately to the Information System (IS) Branch through the IS Help Desk reporting system.

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**B. Operation**

1. Facilities with a control room shall train all operational staff on the use of the video system.
2. In facilities with a control room, the control room operator shall monitor:
  - a. Resident occupied corridors and areas at all times;
  - b. Residents in isolation continuously; and
  - c. Corridors and staff occupied areas shall be monitored periodically.
3. During periods of relief and turnover the outgoing staff shall brief the oncoming staff on resident locations, isolations, and staff locations. The oncoming staff shall ensure video monitoring is operational and properly displayed on control room monitors.
4. Incidents that involve physical restraint, property damage, staff misconduct, or any other incidents deemed necessary shall be archived for future reviews. The archived videos shall be placed on the appropriate site provided by the IS Branch. Archived videos shall not be placed on local equipment.
5. The Superintendent or designee shall review video recordings of the facility weekly. Random samplings will be reviewed for operational procedures and staff or resident misconduct or rule violations.
6. The video system is a valuable tool that shall be constantly monitored by the control room staff and software diagnostics. Any individual recognizing a malfunction shall annotate the discrepancy on a Maintenance Request form and report it to the IS Help Desk.

**V. MONITORING MECHANISM**

- A. Superintendents shall have the responsibility for monitoring the video system operation and compliance with this policy.
- B. Upon the report of a malfunction the IS Branch shall ensure proper functioning of equipment and programming operations.